

20 August 1973

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MEMORANDUM FOR:

SUBJECT : Agency's Personnel Development Program and
Annual Personnel Plan

1. The following individuals are assigned to your group and they are eligible for consideration for further development under the Agency's Personnel Development Program and Annual Personnel Plan.

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GS-15 6/73 2004

Under this plan consideration should be given to each individual for further development with respect to their present assignment and potential growth; hence, we would appreciate it if under column "Substantive, etc.--Action(s) and Purpose(s)" you would provide the necessary statement (information) which would assist in further development of the candidate. Under column dealing with "Training, etc.," your recommendations as to what type of training, etc., they should be receiving in conjunction with their assignment in the IC Staff. Attached is a sample.

2. Please return to me as soon as possible.

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Executive Officer
DCI/IC Staff

ADMINISTRATIVE-INTERNAL USE ONLY

Approved For Release 2004/07/08 : CIA-RDP80M00165A0002900170004-2

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	GS-14	2/70	1987
	GS-16	4/73	1974

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Name of Executive Candidate to be Developed	Substantive, Managerial and Professional Job Assignments, Experiences and Orientations		Training (within Career Service, Other External, College, Etc.) and Other Developmental Actions	
	Actions(s) and Purpose(s)	When	Actions(s) and Purpose(s)	When
John Doe	Has executive possibilities particularly in the computer area. Has potential growth in present assignment to head a section with additional responsibilities and assigned missions. Has potential in varied work which would contribute to overall growth and staff experience.	Within 12 mos.	Attendance at special Agency staff courses. No other training anticipated. Rotation assignments in IC Staff. Continued assignment in computer services has head of special teams working on complex studies in computer information. Added duties as group chief to establish leadership, initiative and preparation of staff papers.	Within 12 mos.